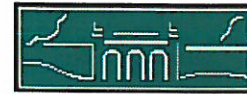




South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
June 12, 2014



CONVENE:

Board President Brendan Durrett called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on June 12, 2014 at 7:03 p.m.

IN ATTENDANCE:

Trustees Present

Brendan Durrett, President
Constance Lue, Secretary
Andy Lippman, Trustee

Also Present

Steve Fjeldsted, City Librarian
Richard D. Schneider, MD, Councilmember
Ann Messana, Friends Board President
Larry Eckholm, Pastor, Lutheran Church of the Cross
Sean Faye, Library Administrative Secretary

EXCUSED: Ed Pearson, Vice President
Ann Penn, Trustee

MINUTES: The minutes of the regular meeting of May 8, 2014 were reviewed – **MSC: Andy Lippman/Brendan Durrett – all approved**

PUBLIC COMMENTS: Steve Fjeldsted introduced Larry Eckholm, a South Pasadena resident for 36 years, who is a Lutheran pastor at the Lutheran Church of the Cross in Arcadia. Larry had submitted a patron comment form with ideas regarding Library parking and the Farmer's Market. Larry shared his frustrations with what he feels is the constant unavailability of parking spaces near the Library. He continued by saying that he feels the Farmer's Market is a hazard that creates further congestion, blocked streets, and jaywalkers. Larry thought that the Farmer's Market should be moved to Garfield Park. Steve suggested that Larry should take his request to the next City Council meeting, but Larry stated that he felt that he wouldn't be listened to.

Steve informed Larry that the City Council has been very supportive of the Library in their attempts to retain parking in the SPUSD lot, which is up for sale. The Library Board of Trustees and Steve are in the process of trying to retain an allotment of parking spaces for Library staff, as well as for patrons, but expressed his aspiration for the City to purchase that property. Steve also admitted that he likes having the Farmer's Market attendees so close to the Library, as it helps to entice people to attend the Library and its events. Constance Lue added that she has also experienced problems with parking at the Library, but there are parking problems elsewhere in South Pasadena and it's an issue for the entire city.

Larry took the opportunity to mention other problems he has experienced at the Library, including the noisiness of the Reference area and the 30 minute allocation at computer workstations. Steve said that he has heard this complaint before about the Reference area and assured Larry that it is the Library's policy that conversations should not be disruptive to other patrons. As for the computer workstations, Steve agreed that half an hour is not enough time for most people, but this is due to not having enough computers. Steve thanked Larry for his suggestions and for taking the time to appear before the Board of Trustees. Brendan echoed Steve's appreciation and expressed gratitude to hear from someone from the community.

ACTION ITEMS:

1. **Possible Approval of Revised Code of Conduct** – Steve Fjeldsted presented the Board with an updated draft of the Library's Code of Conduct, in which the term "smart phones" replaced "cassette players" under the Personal Appliances heading. Andy Lippman said that cell phones should be answered outside of the library. Steve replied that smart phones can be used for things other than conversations, but patrons are urged to keep their phones on pulse and to keep any conversations brief. Brendan added that at the law library where he works the policy has been modified to prevent disruptive conversations, rather than all conversations. Steve agreed and said that he was trying to make our policy more reasonable and current, which is why he added e-cigarettes into the section forbidding the use of tobacco products inside the Library. Referring to the Personal Appliances section, Constance Lue suggested that instead of "cell phones and pagers," it should be "cell phones and similar devices." Brendan said that the phrasing of the first rule, "Eating, drinking, and chewing gum are not allowed in public areas" didn't make grammatical sense and that it should be changed to "Chewing gum, eating, and drinking are not allowed in public areas." Steve agreed with the revisions.

MOTION: Andy Lippman moved to approve the Library Code of Conduct as amended.

MSC: Andy Lippman/Constance Lue – all approved.

DISCUSSION ITEMS:

1. **Community Room Fundraising Policy for Non-Library Organization** – At the last Trustees meeting, Ed Pearson had asked the Board if there were any changes that should be made to the Community Room Policy regarding fundraising. Currently the policy says that "Non-library affiliated groups need to submit a written request to fundraise to the Library Board of Trustees at a regularly scheduled meeting." Steve added that he has also asked people who have expressed a desire to conduct fundraising activities in the Community Room or in the Library Park to appear before the Board to formally make their request. Steve asked if the Board wants him to develop a draft policy that strictly forbids all fundraising in the Community Room from non-Library associated groups. Brendan asked what the Board's philosophy should be regarding the Community Room. He felt that the policy has been working fine and that he is not bothered to hear individual requests of this nature and expressed that he does not want to make the policy too restrictive. Andy Lippman expressed concerns about possible liability in cases where alcohol is served in the Community Room. Steve said that only white wine is allowed, with prior consent, during Community Room events, but could give that responsibility of approving such requests to the Board of Trustees and alter the policy to say, "White wine may be served only with prior written consent of the Library Board of Trustees." Dr. Schneider thought it would be more appropriate for the Board to make such decisions. Constance Lue said we have had many discussions about fundraising in the Community Room and suggested the discussion be tabled since two Trustees weren't present. Andy Lippman agreed that it was a good idea to table the discussion. Brendan Durrett asked for the fundraising aspect of this subject and white wine revision to be an Action Item for the next meeting.
2. **Library FY 14/15 Budget** – Steve said the Library is doing very well and that the Library's Budget will be reviewed for its final approval at the City Council meeting on 6/18/14. Also up for review will be the Capital Improvement Projects such as exterior painting, new carpeting for the second floor of the Library, and a new A/V system for the Community Room. Steve said the City will begin the bidding process for a new IT firm, which would most likely delay the acquisition of new computers for the Library.
3. **California State Library Budget Items from Local Public Library Jurisdictions** – Steve reported that the State Budget, which could be passed on 6/15/14, would provide \$3 million for Public Libraries for the Broadband Initiative. The State of California used to distribute Public

Library Funds to all library jurisdictions, with varying amounts each year, but we haven't received these funds in a few years. In the past the South Pasadena Library has used this fund for computer replacements. This is very good news that the State economy and budget are improving and Steve wrote a thank you letter to Governor Brown and Assemblyman Chris Holden.

4. **Measure L Committee** – Brendan provided a comprehensive draft timeline for the 2016 Library Parcel Tax renewal campaign and said we appear to be in good shape, with half a dozen people involved so far. Steve added that Reverend Lincoln Skinner from Oneonta Church would also like to serve on the committee. Ann Messana said she will serve and has asked members of the Friends to consider serving. Steve said he will ask members of the Rotary Club and SPEF. Constance Lue said she will ask if anyone on the PTA would be interested. Constance suggested that a formalized list be created to track the progress of the committee.
5. **Annual Auditor's Report on Collection of the Library Special Tax for FY 14/15** – Steve said a Resolution authorizing the Annual Auditor's Report will go before the City Council for their approval on 6/18/14. It is based on the taxes collected by Los Angeles County, as well as the latest CPI figures. The Finance Director has said the expected amount to be collected for Measure L will be close to \$230,000.
6. **LBT Thank You Methods for Youth Volunteers** – Steve reported that Maida Wong suggested a post card as a means of thanking her young volunteers. Constance Lue asked if youth participation will be added to the City's proclamation and Steve replied it will. Brendan asked for a draft of the postcard as an advance agenda item for the December meeting. Constance asked if there was any way to recognize the youth volunteers on our website. Ann Messana said that a copy of the postcard could be displayed on the Friends website. Steve liked that idea and said it would be on the Library website as well. Andy Lippman asked if the youth volunteers should be invited to the December Board meeting and Brendan replied that Maida usually arranges a pizza party for the youth volunteers and that does a sufficient job expressing the Library's appreciation.
7. **City Account and Proposed Contribution for Expansion of Library** – Steve said that the City Council could approve the allocation for Expansion of Library funds at the 6/18/14 meeting. Steve reported that Councilmember Cacciotti has recommended \$100,000 to go into the Expansion fund, but emphasized that this has not been approved yet. Dr. Schneider said that money could be allocated from an undesignated reserve to a designated reserve and the Library Expansion could be a line item, which would show the intent of the Council to have that money available when the project comes up. Ann Messana said the Friends use this process for their fundraising. Brendan said he was very excited that this project was underway.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: None to report.

Trustee: None to report.

City Council Liaison: None to report

Friends Representative: Ann Messana said she and a few other members of the Friends attended the Second Annual Serving with a Purpose Conference, which was sponsored by the California State Library and the California Public Library Advocates. She encouraged the Trustees to attend this conference in the future and

said it would be a good opportunity to meet Trustees from other Libraries and learn about successes in other areas. She said she came back with great ideas for how to expand Author Night audiences, involve more people in events, and how to gain more members of the Friends.

Trustee Liaison to Friends: None.

City Librarian:

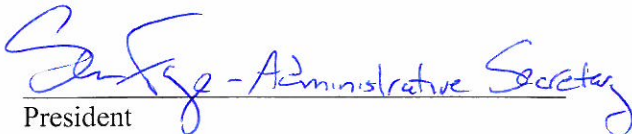
- Steve said that he should have the monthly report ready for the Special Library Board of Trustees meeting on 6/23/14 to discuss the Library Operations Study, which will be an open meeting.
- Steve said that Assistant City Manager Hilary Straus will distribute decision points regarding the Library Operations Study on 6/19/14 in advance of the 6/23/14 meeting. It will be similar to the City's Strategic Plan and will factor in Joan Frye Williams' recommendations, as well as the suggestions from the community.
- On 6/19/14 there will be a City and Kiwanis sponsored Library event on Autism. Mayor Khubesrian and Police Chief Art Miller will be speakers on the panel. Kiwanis has provided a \$100 check for books on autism to our Raising Abilities collection.
- On 6/21/14 Professor Matt Ritter will lead a discussion in the Community Room and then take the audience on a tree walk around the Library Park. Matt Ritter has spoken at the Library before and we are lucky to have him back as he lives in San Luis Obispo and is in great demand. South Pasadena Beautiful and the Sierra Club contributed outreach assistance for this event.
- On 6/26/14 the Full Circle Opera Project will present "Halloween in June." Similar to the East West Players Youth Theatre, this group will provide its own props, sound system and costumes. They will give three performances in one night.
- On 7/3/14 there will be a patriotic music concert in the Library Park at 5:30pm performed by the Colburn School Adult Wind Symphony. This 50 piece group plays at large parks around Los Angeles.

NEXT MEETING: The next meeting of the Library Board of Trustees will be a Special Meeting for the Library Operations Study held on 6/23/14 in the Library Community Room at 7 p.m. The next regular meeting for the Library Board of Trustees will be on 7/24/14 in the Ray Bradbury Conference Room at the Library at 7 p.m.

ADJOURNMENT: The regular meeting of June 12, 2014 was adjourned at 8:37 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President